Peace Corps-Philippines

The United States Peace Corps program in the Philippines seeks qualified candidates for the position of:

SECTOR LANGUAGE TECHNICAL WRITER
[Code: SLTW]
TYPE OF CONTRACT: Short-Term Service Contract (30 Man-days)

POSITION FUNCTION

The Sector Language Technical Writer (SLTW) will be working as member of a team assigned to the Education sector (EDU) or the Children-Youth-Family (CYF) sector of Peace Corps Philippines (PC-P) under the direction and supervision of the Training Team. The SLTW's main focus is the thorough review and analysis of PC-P Programming & Language materials -- namely (a) the Core Competency Language Requirements Reference (CCLRR); (b) Program-Training-and-Evaluation (PTE) Bridge; and (c) the Continuum of Learning and Assessment (CLA) in order to complete the Sector Specific Language and Technical (SSLT) inventory matrix.

The Sector-Specific Language Training (SSLT) is Peace Corps' adaptation of several current trends in second language teaching in which specialized content is incorporated into the language curriculum through clearly identified language functions, grammatical forms, specialized vocabulary, and cultural knowledge. The underlying principle for SSLT is for the technical content to be integrated with language teaching objectives, language becomes the vehicle through which technical knowledge is developed, and technical knowledge forms the building blocks for language development.

LEVEL OF EFFORT and COMPENSATION

The Sector Language Technical Writer (SLTW) job is an online job, which requires strong internet connection and a personal laptop. It is a short-term, full-time work engagement, of not less than 30 man-days of highly collaborative and coordinated independent work. The SLTW total contract cost is around PhP45,000.

MAJOR DUTIES AND RESPONSIBILITIES

A. **With assistance from PC-P Training and Programming Team, the SLTW's primary duties are the following:**

(1) **Understan**d the Training Design and Assessment (TDA) process of Peace Corps. This project requires the SLTW to participate in the orientation and presentation of the TDA process by the Training Team to be able to undertake a thorough and comprehensive review of all the relevant materials and references provided.

(2) **Participate** in the discussion of the EDU and CYF's Program-Training-and-Evaluation (PTE) Bridge to understand fully all the objectives and tasks of Volunteers assigned in these sectors of PC Philippines.

(3) **Complete** the EDU and CYF's SSLT by analyzing each activity task and by identifying the local language needed to fulfill the requirements of each project activity task. During the analysis and completion of the SSLT, the Program Team for the specific sector assigned will be consulted.

(4) **Complete** the Continuum of Learning and Assessment matrix by carefully reviewing each learning experience that will allow the Volunteer to meet a job function competency. This process will also require the SLTW to review the supportive competencies for language including a careful analysis of language requirements for each learning experience.

B. **Expectations/Deliverables:**

- Phase 1:
  a. Participate in the Orientation and Discussion of the TDA Process and the PTE Bridge.

b. Brainstorming, in-depth review and planning of all materials related to this project, such as the PTE Bridge, CCLR, SSLT Matrix, and Learning Assessment Matrix.

c. Close collaboration and coordination will be done together with the Sector Team and Training Team to ensure that the competencies and the language needed are met.

d. All meeting and submission of the final outputs will be conducted online.

- **Phase 2:**

  a. Conduct a comprehensive language and technical inventory in order to populate/complete the SSLT matrix per sector.

  b. Close collaboration and coordination with the Sector Team and Training Team to ensure that target competencies and required language are met.

  c. SSLT Inventory include but not limited to identifying needed vocabulary, parts of speech, grammar, and culture discussions.

  d. All meeting and submission of final outputs will be done online.

- **Phase 3:**

  a. Complete the Learning Assessment Continuum Matrix that contains the Language and Technical competencies needed for the Volunteer during their service.

  b. Close collaboration and coordination with the Sector Team and Training Team to ensure that the target competencies and required language are met.

  c. Learning Assessment Continuum Matrix' tasks include but not limited to identifying the job functions required, Learning Experience of the Volunteers, Supportive Competencies and the Language Format needed by the Volunteers.

  d. All meetings and submission of final outputs will be done online.

C. **Additional Information**

   Please click Attachment A for Definition of Terms, and Attachment B for the Illustrative Work Plan

QUALIFICATIONS and HOW TO APPLY

- **Education:** Candidate must possess at least a Bachelor's/College Degree **(5pts);** completion of Education-related degree e.g. BSED or Development Communication, an advantage. **(+5pts).**
- **Work Experience:**
  - At least two year work experience designing and organizing language-technical training materials for education setting or youth and family development programs **(20pts);** PC-P Pre-Service Training experience as a Language Culture Facilitator (LCF) or as a Technical Culture Facilitator (TCF) in Education or CYF sector, an advantage **(+10pts).**
  - At least two year experience in Language curriculum or materials development for conversational language learning, or teaching language to Foreign nationals, **(20pts)**
- **Computer skills:** Good working knowledge (intermediate level) of Microsoft Word, PowerPoint and Microsoft Excel (**10pts**).
- **Language:** English fluency in oral and written form is required **(10pts)**
- **Others:** (a) Must have his/her own personal computer or laptop + a reliable/strong internet connection at home **(10pts);** (b) Fast learner, pro-active, strong analytical & organizational skills. **(5pts); (c)** Able to provide unexpired NBI clearance, Barangay and Police clearances upon request. **(5pts).**

Interested applicants should email the following documents, in adobe pdf format, to ph-vacancy@peacecorps.gov for application to be accepted:

1) Latest CV

2) Cover Letter – for the purpose of clearly citing the reasons how you meet the qualifications and for which sector – Education or Youth sector; as well as the reason for the interest to this short-term position.

In the event that no candidate is selected for the position, application will remain open until position is filled.
Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY
The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.